

Safety Booklet



Welcome to Power Products.

Important Facility Safety Information

Welcome to Power Products! The contents of this booklet have been assembled to inform you of important safety information pertaining to the Menomonee Falls, WI facility.

What is included in this booklet?

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1. Security

Access Badges for Employees

Access Badges for entry into the Menomonee Falls facility are provided to all employees. Human Resources and the employee's Supervisor / Manager will determine the needs for each employee's access and will designate the areas and times each employee will have access to the building or certain areas of the building. This access will be controlled by the employee's individual badge.

Access Badges are issued to each employee on their first day of employment at the Menomonee Falls facility. Badges will display the employee's picture and the employee's name. Badges must be worn and visible at all times while employees are on the premises.

Forgotten / Misplaced Badges

If an employee forgets or misplaces their badge, they may request and use a temporary badge for up to 2 days. This temporary badge can be obtained at the Receptionist desk. You must fill out a request form for the badge and will be charged \$10.00 if you do not return the temporary badge on the third day. If your badge is lost or destroyed you may request another permanent badge from the Receptionist. To replace the access badge the first time, there is no charge. Any subsequent badges requested after the first replacement will require the employee to pay \$10.00 for a new badge.

Badges are the property of Power Products and must be returned upon termination of employment.

Visitor Badges

All Visitors and Contractors must be pre-registered with the Receptionist, (including food deliveries). Same day notice is to be submitted via email for instructions to pre-register guest: <https://docs.google.com/forms/d/10UMJqh0NTNF02JipPZWYyJLYuxIFYRXd4Zj4hgiCXW10/viewform>
If you do not have access to the DARTBoard or email please contact the Receptionist directly.

Visitor or Contractor badges will be assigned to all visitors when registering with the Receptionist. Visitors and Contractors must wear the badge at all times. It is the responsibility of the Power Products employee to make sure the Visitor or Contractor Badge is returned to the Receptionist when his/her visitor ends the visit.

Outside of normal business hours please coordinate all food deliveries through the supervisor on duty.

Badge Entry

There are Scanning Stations at all entrances to the Menomonee Falls Facility. **DO NOT** allow anyone additional in the building, example "Piggy Backing" is not allowed at any time. Should an employee or visitor (even if you know them) ask for access into the facility; please direct them to the Receptionist to obtain a temporary badge. In the event that the Receptionist is not available, it is the supervisor's responsibility to obtain a temporary badge for the employee.

2. Safety

First Responders

Power Products has a team of First Responders trained in Basic First Aid, CPR and the use of the AED's present at the Menomonee Falls facility. Team member pictures, procedures and reporting documents are located in all break areas and coffee stations. Team member pictures are also displayed on the communication monitors.

If you need to call the First Responders to a scene of an accident or incident:

Dial 8015, wait for two beeps, then dial 00, wait for one beep, then speak calmly & clearly: "First Responders to..." (Name the location and area) REPEAT.

Reporting Accidents or Incidents

Report all Accidents or Incidents to a Supervisor IMMEDIATELY and then follow their directions.

Employees should complete the Employee's Report of Injury Form for all work related injuries, illnesses, or "near miss" events (which could have caused an injury or illness) – no matter how minor. This form should be completed by employees as soon as possible and given to a supervisor within 24 hours or as soon as employee returns to work for further action.

The incident form is located: All break areas and coffee stations, along with on the DARTBoard (on the Safety Information Page).

As a follow-up to the employee's completion of the Incident Form, the Supervisor is to complete the Incident Investigation Report Form.

Safety Committee

Power Products has a Safety Committee to Promote, Maintain and Continuously Improve a safe work environment for all employees and visitors.

If you see anything that is "unsafe" or questionable in safety, please notify your supervisor IMMEDIATELY or contact any member of the Safety Committee.

Team member pictures are located on the communication monitors and the Safety Committee communication board located outside the cafeteria.

3. Emergency Information

Medical Emergency – 9-911

If a serious life threatening injury or illness occurs in the facility immediately call 9-911.

What you'll need to know when calling 9-911:

- 1) Your Name
- 2) Address - N85 W12545 Westbrook Crossing, Menomonee Falls, WI 53051.
- 3) The easiest entrance for EMS/Fire to access the patient.
- 4) What happened? What is going on?
- 5) The age of the patient.

Do not hang up until released by the emergency operator.

IF YOU CALL 9-911 YOU MUST NOTIFY THE RECEPTIONIST & SAFETY CORDINATOR.

Designate an employee to contact the emergency First Responder(s), as stated above.

If a non-life threatening situation, contact a supervisor in the area for assistance.

Emergency Evacuation

Please familiarize yourself with the Emergency Evacuation Maps located throughout the facility.

Fire Emergency

Should you encounter a fire emergency, contact the nearest Supervisor and give the location of the fire and evacuate the fire area. If operating powered industrial lift trucks and material handling equipment park off to the side with forks lowered to the floor and exit the building via nearest emergency exit door and proceed quickly to the meeting point.

Supervisor or employee shall make an emergency page by dialing 8015, wait for two beeps, then dial 00, wait for one beep, then speak calmly & clearly announcing fire emergency in effected area. Exit the building via nearest emergency door and proceed quickly to the meeting point.

DO NOT STOP AT LOCKERS, RESTROOMS OR VENDING MACHINES, DO NOT USE THE ELEVATOR.

Once at the meeting point report to your direct Supervisor for roll call. Do Not Leave the meeting point unless instructed to do so by the Emergency Coordinator.

The meeting point is off the NW corner of the facility at the light pole with the reflective red striped tape (Near Novum). Assemble on the grass to allow fire trucks access to the parking lot.

DO NOT LEAVE THE SHELTER AREAS WITHOUT BEING GIVEN THE ALL CLEAR.

Severe Weather in the Area / Tornado

In the event of severe weather or a tornado emergency, all employees shall proceed to the designated shelter areas. Warehouse & Production associates, turn off equipment, park powered industrial trucks with forks lowered to the floor and material handling equipment off to the side and proceed to the designated shelter areas. Shelter areas are located on the 1st floor in the restrooms by the cafeteria and in the Learning Center (next to time clocks).

Emergency Contact Information

All employees please make sure that your emergency contact information is up to date in ADP Workforce Now.

For incidents involving temporary employees, please contact Enterforce and the temporary employee's employment agency.

Chemical Emergency - CHEMTREC: 1-800-262-8200

In the event of an emergency spill or release of chemical, employees will immediately evacuate the area and notify a Supervisor or Safety Coordinator.

In the case of Chemicals in the Eyes, there are eye wash stations located throughout the warehouse; know where they are and how to operate them in case of an emergency.

Gas Leaks - Wisconsin Gas Co. 1-800-261-5325

If you smell gas and suspect a gas leak, cease all operations. DO NOT switch on lights, electrical equipment (including powered industrial lift trucks) or use a cell phone. Evacuate the building by the nearest exit.

Notify the Supervisor and other building occupants to evacuate the area. Assemble at the designated meeting point off the NW corner of the facility at the light pole with the reflective red striped tape (Near Novum). Assemble on the grass to allow fire trucks access to the parking lot.

4. Important Phone Numbers

Taxi Service

Yellow Cab 414-271-1800

Local Fire Department Number (non-emergency)

262-262-446-5070

Local Police Department Number (non-emergency)

262-446-5070

Medical Treatment (non-emergency)

During Business Hours
Concentra Urgent Care
5500W. Brown Deer Rd
414-355-4300

After Hours
Community Memorial Hospital
W180 N8095 Town Hall Road
Menomonee Falls, WI 53051
262-251-1000

Absentee Call in Number

262-293-0598

Main Switch Board

262-293-0600

Power Products, LLC Emergency Coordinator

414-416-1438

5. Warehouse Requirements

Footwear

Sandals, flip flops, and open toe/heel shoes are not permitted on the warehouse floor. Designated areas have safety shoe requirements.

Attire

Sleeved shirts and NO loose fitting clothing should be worn in the warehouse.

Jewelry

No hooped earrings or necklaces are to be worn in the warehouse. Unless a medical alert – then it must have an unsoldered/open-able links for easy removal/break-a-way. Watches and medical alert bracelets must have unsoldered/open-able links.

Pedestrian Traffic

If walking through the warehouse, stay in designated pedestrian walkways. Be alert of powered industrial lift truck activity; listen for powered industrial lift truck safety horns. Be cautious at intersections and corners. Make eye contact with powered industrial lift truck operators to be sure it's safe to proceed. The pedestrian has the “right of way”.

Powered Industrial Vehicles

Only Certified powered industrial lift truck operators, may operate motorized lifts and material transportation vehicles in the warehouse. Do not stand or ride on pallet jacks, or step on or walk across pallets.

Automated Conveyor

Loose fitting clothing or jewelry is not permitted near the conveyor equipment. These can become entangled in the conveyor system which can cause a significant injury.

Food & Beverage

No food is allowed in the warehouse. All beverages must have lids.

Cell Phones & Personal Electronics

Cell phone & Personal Electronic use is NOT permitted on the warehouse floor.

6. General Guidelines

Smoking Policy

Our company is dedicated to providing a healthy, comfortable, and productive work environment for all our employees and visitors. To contribute to this objective, the Power Products property in Menomonee Falls, Wisconsin is tobacco-free except as designated below. This means that the use of all tobacco products, including cigarettes, chewing tobacco, and other related products are banned from the property, except as designated in this policy.

Tobacco products are prohibited in all of the enclosed areas within the Power Products worksite, without exception. This includes common work areas and the distribution center.

Power Products provides one outdoor smoking shelter for the use of employees and visitors. Other than inside an employee's personal vehicle, this is the only designated area where employees can use tobacco products. No one may smoke near the exterior door exits, along any path way or walk way leading to or from the designated smoking area, nor may employees smoke at any picnic tables or outdoors in any of the grassy areas or the parking lot. Employees may smoke in their personal vehicles, but the smoke and tobacco products must be completely contained within the vehicle.

All materials used for smoking, including cigarette butts and matches, will be extinguished and disposed of in appropriate containers. This helps to keep a neat and clean environment for all employees and our visitors. If the smoking shelter area is not properly maintained (for example, if cigarette butts are found on the ground), it can be eliminated at the discretion of management. No additional breaks are provided in relationship to this policy.

Failure to follow the established Smoking policy will result in initial violation of this policy by an employee will result in a written warning. Subsequent violations will result in further disciplinary action up to and including termination of employment.

Fire Arms and Weapons

Absolutely no fire arms or weapons are allowed inside the Power Products facility or are to be displayed on the property at any time. Should you have a concealed carry permit, any firearm must be contained and concealed in your vehicle at all times while on the property.

Inclement Weather

In the event that a decision is made about inclement weather, we will post announcements on the following TV and radio stations: Channel 4, 620WTMJ and 94.5WKTI. Employees should call 262-293-0750.

Employee Conduct

Hourly warehouse employees are not allowed to leave the Company premises during working hours (including paid breaks) without management authorization. Failure to follow this policy may result in disciplinary actions up to and including termination of employment.

7. Housekeeping

5S (Sort, Straighten, Scrub, Standardize, Sustain)

Each employee is responsible for maintaining their workspace and building standards each and every day.

Recycling

Power Products has implemented a GREEN initiatives program to recycle waste.

In the office the following should be collected and disposed of in the blue recycling bins located at the Copy Stations: Paper, Paper Products (including catalogs) and Cardboard.

Please dispose of all Food and Beverage containers that display the recycle symbol, in designated bins located in 2nd Floor Kitchenette, Cafeteria and West Break Room.

In the warehouse we also recycle Clear Stretch Wrap, Cardboard, Scrap Pallets, and all forms of Metal and Wire, in designated areas located throughout the warehouse.

RECEIPT OF SAFETY BOOKLET

My signature acknowledges that I received a copy of the *Safety Booklet for Power Products, LLC and Its Divisions*. I understand that the Booklet contains information about the Company. I acknowledge that I have read, understand and will adhere to the contents of the Booklet and that the Company may modify, revoke, suspend, terminate or change any information in this Booklet, in whole or in part, at any time, with or without notice.

I acknowledge I have been informed of the location of the Booklet and how to access this information online.

Signature

Date

Print Name